



NDI Insider

The newsletter of Indiana's

NeuroDiagnostic Institute
and Advanced Treatment Center

5435 E. 16th St., Indianapolis, Indiana | www.in.gov/fssa/dmha/2935.htm | Vol. 5, Issue 12, December 2021



NDI DECEMBER EMPLOYEES OF THE MONTH

Our NDI Nursing Night Shift Star of the Month is Olatoye “Tony” Itaniyi

Tony is a team player who is always willing to come in when we are short staffed. He never complains and always shows up to work with a great attitude

Our NDI Nursing Day Shift Star of the Month is Angela Bennett

She comes to work all the time with a smile on her face. She buys things for the staff. She is an amazing worker. She is kind, fair and a pleasure to have as a staff member

Our NDI Non-Nursing Star of the Month is Kevin Bell

Kevin comes up to 6 East when asked. He fixed the room. It isn't complete all the way, but he managed to get it close to done in 1 day. He is always friendly

IN RECOGNITION OF THIS HONOR, OUR STARS OF THE MONTH ARE ENTITLED TO PARK IN THE NDI SURFACE LOT THROUGHOUT THE MONTH OF DECEMBER!



The NeuroDiagnostic Institute and Advanced Treatment Center, Indiana's newest state psychiatric hospital, delivers advanced evaluation and treatment for patients with the most challenging and complex neuropsychiatric illnesses and moves them more efficiently into the most appropriate treatment settings within the community or state mental health system.

NDI DASHBOARD – DECEMBER 2021

Bridge Building Refreshers

NONE

CPR Refreshers

12/14/21

General Orientation

11/29/21-
12/3/21



CENSUS

- Adult-40
- Youth-16
- Damar-6
- Total-62

NOVEMBER ADMISSIONS

- Adult-12
- Youth-2
- Damar-4
- Total-18

NOVEMBER DISCHARGES

- Adult-16
- Youth-4
- Damar-3
- Total-23

NEWS FROM THE EMPLOYEE RECOGNITION COMMITTEE

BY JEFFERY CLEARWATER

The ERC was very short on Employee of the Month nominations for this month. Next time someone does something wonderful that makes you feel great, take the time to nominate them! It's a wonderful way to thank them and it really helps to build a positive work environment.

If you would like to nominate someone for Employee of the Month, the email address is ERCNDI@fssa.in.gov. The nomination form can be found at L:\ERC Committee\NDI Star. You now can add your name when nominating someone or keep it anonymous.

Our next ERC meeting is scheduled for Wednesday, December 15th at 2:30 pm. Reach out to me, Marti Coffey, Vicky Tucker, Vernell Martin or any other ERC member. We will be glad to bring you in!



CHILI COOK OFF



The Employee Recognition Committee held a Chili Cook Off on November 10, 2021. Reigning champion Dennis Flanagan was narrowly defeated by Lisa Passarelli, who created a delicious White Chicken Chili. Thank you to those who entered and to those who sampled and voted!





BIRTHDAYS



Bamidele Adejola
Jeffery Clearwater
Steve Dykstra
Abiodun Falodun

Taylor Franklin
Abiola Kolurejo
Evon Owens
Lisa Smith

Tracey Smith
Jonae Washington
Kiara Washington
Donna Westell

PERSONAL ELECTRONICS AND EQUIPMENT

Dan Knapp, Physical Plant Director

We often find personal electronics in work areas throughout the hospital that haven't been inspected. People can bring in electronics, but they MUST put in a work order to get it inspected prior to using in the facility so that we can ensure a safe and secure environment here at the NDI.





BY CHRIS KERL, STAFF DEVELOPMENT AND EMERGENCY MANAGEMENT DIRECTOR

Adjunct Instructor Program

CPR and Bridge Building are two required trainings we have here at NDI. Staff are required to be re-certified in CPR every two years and in Bridge Building every year. Staff Development could not function without the help of our Adjunct Instructor program, and I want to recognize the **AWESOME** group of instructors we currently have! Please give a shout out to the following individuals for their dedication to provide quality instruction and development of our staff:

CPR Instructors: Lisa Passarelli, Annie Self, Megan Miller, Amy Frazer, Todd Peters, and Caitlin Montgomery. Newly certified instructors are Angela Bennett, Lindsay Ecklund, Lori Gibson, Amy Jahnke, and Chris Kerl

Bridge Building Instructors: Adams Akintunwa, Lena Allison, Angela Bennett, Erin Clampitt, Marc Gordon, Laurie Lee, Ade Omorogbe, Brittany Paradiso, Todd Peters, Diondrae Rice, Jenny Weber. Newly certified instructors are Rebecca Bridget, Emily Davis, Lindsay Ecklund, Chris Kerl, Kristen McCarrick, and Caitlin Montgomery

Managers and Supervisors, I would highly recommend a mention of going above and beyond for all adjunct instructors on their yearly evaluations as without them our recertification courses could not succeed!

2022 Staff Development Calendar

The Staff Development Calendar is now available in Outlook. To access the calendar, click on the calendar icon located at the bottom left corner of Outlook. Click the Add Calendar button located in the top ribbon. Select "From Address Book" link and click open. Enter *FSSA NDI Staff Development*, click, and click OK. This gives you access to the calendar. To view at any time, go to My Calendars, and check the box. It shows all General Orientations and re-certification classes for both CPR and Bridge Building. Click any of the re-certification classes to see if classes are full or if spaces are available; Staff Development will continue to send email notifications and reminders. We hope this helps provide transparency, effectiveness, and efficiency with trainings available.



MIND MATTERS



NDI's latest community outreach comes to us in the form of 12 educational webinars. These short, content-filled webinars will take place on **Wednesdays at noon** every two weeks.

Each Webinar should run under 30 minutes with time allotted for a live Q and A, perfect for any lunch-time learners. They are also free to the public.

We kicked-off the first webinar with Dr. Teresa Strout on 10/20/2021 with Mental Illness 101.

Our second (and very successful) Mind Matters free webinar series was in November. This virtual, live program was facilitated by adult and pediatric neuropsychologist Dr. Elizabeth Andresen. She was able to highlight not only the basics of the Trauma-Informed system used in our Indiana State Psychiatric Hospital Network, but how trauma-informed methodology can be applied to almost every job and organization. This stand-alone program is part of our 12-part educational series brought to you free of charge from the NeuroDiagnostic Institute.

If you missed it, here is a link to Dr. Andresen's presentation <https://youtu.be/RkLTrLLOAmc>

Pam Conover presented on the topic of Mental Health First Aid: The Basics on 11/17/21.

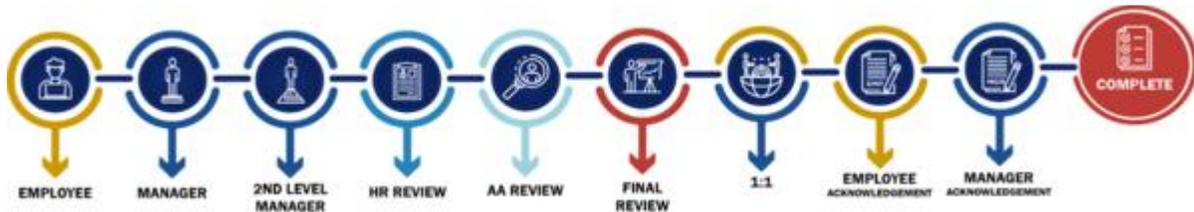
The December seminars are

- | | |
|---|--|
| 1. 12/01/2021
<u>Adolescents & Mental Illness</u>
Speaker: Dr. Andy Miller/Katie Kleckner | 2. 12/15/2021
<u>New Approaches for Mental Healing (Integrative)</u>
Speaker: Dr. Bethany McGovern |
|---|--|

Tell your friends, share the registration link below, and join on us for Mind Matters coming to a computer near you... soon!

<https://www.eventbrite.com/e/mind-matters-trauma-informed-care-101-tickets-181371094827>

Questions? Contact NDI's Education Community Liaison Director Justin McAfee. His desk is at W125, Vocera, or email: justin.mcafee@fssa.in.gov



The 2021 Performance Appraisal is available

The Performance Appraisal is now available and starts with the Employee Self-Assessment Step (timeline below).

Employee Self-Assessments are the best way for you to provide your manager with relevant, objective information about your work this past year as they evaluate your performance. Make sure you complete this important step in the Performance Appraisal process and we'll provide you with information every step of the way.

How can I learn more about the self-assessment step and my responsibilities?



Complete the online training in SuccessFactors

1. Log in to [SuccessFactors](#).
2. Select Learning from the home menu.
3. Search for the course Performance & Goals: Annual Performance Appraisal Online Training.



Utilize these Quick-Step Guides to navigate the form:

1. [Performance Appraisal Quick-step Guide for Employees](#)
2. [Performance Appraisal Quick-step Guide for Managers](#)

3. [Manager Access to the Appraisal without Self-assessment Completion](#)



Utilize the Employee and Manager Assessment Checklist to support your ratings.

- [Employee and Manager Assessment Checklist](#)



Use the Performance Appraisal Action Checklist & Process Support document to help you keep track of key actions and the timeline.

- [Performance Appraisal Action Checklist & Process Support document](#)

Do I have to complete a Self-Assessment?

No. You do not have to complete the self-assessment, **but you will miss out on the opportunity to provide your manager with information to evaluate your performance more effectively.**

Performance Appraisal Timeline

11/22/2021	Performance Appraisal Launches: <ul style="list-style-type: none"> • Employees can begin submitting the self-assessment • Managers can begin drafting the manager assessment via the Team Overview tab (Home à Performance à Team Overview)
12/12/2021	Employee Self-assessment is due
1/9/2022	Manager Assessment is due

If you have any questions about the Performance Appraisal process, you can email performancemanagement@spd.in.gov.



Recognizing Holiday Triggers of Trauma



Year-round, we encourage providers to adopt a trauma-informed lens—to use knowledge of trauma and its impact to make decisions about all aspects of their relationships with clients and how they run their program.

During the holiday season, the need for a trauma-informed approach is critical. Everywhere we turn, we're reminded that it is supposed to be "the most wonderful time of the year." While for some that may be true, yet for others the holiday season is wrought with triggers such as songs, scents, and rituals. Then there is pressure to conform to particular social and familial expectations, increased presence of alcohol, and more interactions with family and friends. For those experiencing homelessness, the holidays may also serve as a reminder of what does not exist—a home in which to celebrate, cook, decorate, and rejoice. Loss, loneliness, and shame are powerful triggers. So, what can we do?

- Think about how the holiday season impacts you, the service provider. Are you in a frenzy, hopping from turkey donations to a sudden influx of volunteers to clients in crisis? What are your own holiday triggers? Take time to notice your own responses.
- Ask yourself, "What helps and what hurts?" As you work with clients and your team, be aware in every instance, you have an opportunity to interact in a trauma-informed way. Asking "What helps and what hurts?" can be a good gut-check. Sure, local honor society students may want to sponsor a gift-giving drive for the kids in your program, but ask yourself: Is that what the kids (and their parents) need right now? How could we set it up so that it doesn't feel shaming? What could we do instead?
- Plan now. Talk with your team and clients now about what the holidays may bring up for them. By being proactive, you are being trauma-informed. Even if clients have nothing to say, you have opened the door for conversation. And by talking to your team, you can be prepared as a staff to support one another and those you serve.
- Pay attention to nutrition and exercise. Cookies, pies, and cake—oh my! Taking care of one's body is good self-care advice no matter the season, but with additional stress and temptation everywhere, be more mindful about eating and exercise habits. Be sure to drink plenty of water. Indulge in sweets, caffeine, and alcohol in moderation. Go for a walk. Talk with clients about these habits too, as part of routine conversations on good self-care.
- Create meaningful rituals. This is a great opportunity to involve clients. Let them be your guide. Ask yourself how to celebrate, with your team and your program, in ways that relieve stress rather than add to it.

Remember the principles of trauma-informed care. Healing happens in relationships. Recovery is possible. Support client control, choice, and autonomy.

This article was originally published as a Voices from the Field Blog post: <https://www.samhsa.gov/homelessness-programs-resources/hpr-resources/recognizing-holiday-triggers>.



HOLIDAY DECORATIONS

Niki Brinker, Safety Officer

With the holiday right around the corner, I know everyone is getting the itch to put up decorations on units and in offices. Unfortunately, due to the National Fire prevention code (101 18.7.5.5) all décor is prohibited unless it is flame-retardant.

I have learned that felt is flame resistant and can be used to make decorations but please keep it minimal and do not place on doors.

Any decorations that are put up and do not meet code will be removed at the time they are found

Thanks for understanding!



ANNUAL REQUIRED TRAINING

Annual Required Training (ART) is due by 12/31/21. Please access the training in Success Factors by following this link

<https://successfactors.in.gov/saml2/idp/sso?sp=https://www.successfactors.com/indianaoff>



CERTIFICATES OF EXCELLENCE



Highlighted names received more than one recommendation

Mobolanle “Bola” Adegunle	Adams Akintunwa
Rebecca Altop	Walter Baca
Kevin Bell	Angela Bennett
Niki Brinker	Kikuko Campbell
Jalea Chadd	Scott Donaldson
Lindsay Ecklund	Amy Frazer
Edwana Frink	Gerald Garrett
Karen Hudson	Amy Jahnke
Lynda Korenstra	Caitlin Montgomery (2)
Kayode “Henry” Oladimeji (2)	Karen Owens
Lisa Passarelli	Evan Sailor
Tori Selznick (2)	Sybil Webster
Michele Wood	



Anyone can nominate a fellow employee for a Certificate of Excellence. Be sure to include the following information: Name of recipient, recipient’s supervisor, brief statement of why you wish to recognize your colleague. The Employee Recognition Committee (ERC) is responsible for the administration of NDI’s Certificate of Excellence awards. All recommendations should be sent to Lisa Canada (Lisa.Canada@fssa.IN.gov) or to the new NDI ERC email box (ERCNDI@fssa.in.gov)



NDI FALL FESTIVAL

The RT Department held a Fall Festival for patients on 10/27/21 with activities including pumpkin pong, cheek and hand painting, pumpkin decorating, and ring toss.

A **THRILLING** time was had by all!





Tis the Season For Phishing, Ransomware and Malware (oh my)

The holiday season is upon us and with all of the joy and merriment (and ads and sales) there is a heightened threat of bad actors hoping to catch you off your guard. Big topics they like to hit this time of year are shipping notices, too good to be true sales and, of course, hot tips on the latest high demand gaming consoles.

Please be hyper vigilant when reviewing emails, both at work and at home, to make sure you are taking adequate time to make sure you know what you are clicking in those emails. Here are some simple things to keep in mind as potential red flags:

- Is the sender someone you don't normally do business with?
- Is the topic appropriate to the environment (i.e. deals on hot toys are probably not appropriate at work)?
- Does the sender's address look correct? If you remember my presentation in orientation, it looked to be from Amazon, but the sender's address was @mazoncanada.ca
- Does the message have a high-pressure point (click this link immediately or else)?
- Is the salutation in the message overly generic?
- Does the message look like it is coming from you to you?

Any one of these by themselves may be harmless. Get enough of them and I hope your Spidey-sense kicks in. When in doubt, go another route to investigate it. Don't count on the contact info in the suspicious email, look up the phone number on the Google to contact them. If it is FedEx saying your package will be sent back, call them and inquire about packages for your address. If it is your bank saying your account is being seized by the FBI, call or visit your local branch office to verify it, unless you have reason to believe the FBI is after you....

In short taking a few extra minutes to think about and research the validity of a suspicious email can go a long way towards keeping you, your family and the hospital safe.

Happy Holidays from the IT Department,

Scott Munoz

Darryl Bledsoe

Richard Taylor

Bridget Gaines





Have a safe and happy holiday season!